DUTY STATEMENT

(07/14) Shaded area for Personnel Office use			sonnel Office use only	
			ve Date: 09/2022	
OFFICE State Coastal Conservancy		POSITION NUMBER (Agency - Unit - Class - S 536-100-4800-XXX		
2. HEADQUARTER LOCATION Oakland, CA		3. CLASS TITLE Staff Services Manager I (sup)		
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday		5. SPECIFIC LOCATION ASSIGNED TO Oakland		
6. PROPOSED INCUMBENT (If known)		7. CURRENT POSITION NUMBER (Agency - 536-100-4800-XXX	Jnit - Class - Serial)	
All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.				
Under the general direction Conservancy's Human R with being the Labor Relationship in the Conservance of th	esources, Budgets, and Grants Units. This po ations Officer and supervising, training, overse ities are carried out with a significant degree of	the SSM I is responsible for the supervision & no sition is a working supervisor, you will have specified, and reviews the work and performance of independence, working independently and in	ecific HR duties along the HR, Budgets, and	
Percentage of time performing duties		signed to the position and the percentage of time so with the highest percentage first. (Use additional s		
30%	ESSENTIAL FUNCTIONS Supervise, train, assist, and oversee the workload of staff for three administrative units: Human Resources (HR), Budgets, and Grants. Set priorities, manage workload of staff, and ensure all units' related work is completed timely adhering to all government rules, codes, and regulations. Evaluate processes/procedures and update/communicate to staff regularly of changes. Analyze, solve, & respond to the most complicated issues effectively, as they arise. As a working level supervisor, assist with regular workload, overflow work, backlogs, and serve as back up for staff, when necessary. Adhere to and ensure all government rules, regulations, procedures, and internal policies are followed by staff. Create/peare training materials and assist with training/onboarding of staff related to HR, Budgets, and Grants administration. Collaborate with executive, administrative, legal, and program staff regarding information management, audits, research, queries, retrieval of reports. Conduct staff trainings, as needed. Complete probationary/annual performance reviews for staff timely and recommend trainings to increase staff skill set. Conduct performance management and progressive discipline process with staff, when needed. Review, audit, and approve staff leave requests, timesheets, and travel expense claims by due dates. Review and verify all required reports are accurately completed and submitted timely. Regularly assist, coordinate, and supply the accounting staff, project staff, and other units with various HR, Budgets, and Grants related information. Reconcile and verify information between administrative units are accurate on a quarterly basis. Prepare, review, and analyze reports, statements, accounts, and/or records and communicate findings to admin staff/supervisors and Executive Officers. Work with staff to respond to local, State, Federal, and private auditors for the three units and ensure Executive Officers, admin supervisors, and project managers are aware of audits & findings. Maintain			
SUPERVISOR'S NAME (P	TATEMENT: I HAVE DISCUSSED THE DUTIE rint) SUPERVISOR'S SIGI		DATE	
Helen Kang	TEMENT HAVE BIOCHOOFD WITH ANY	UDEDVICOD THE DUTIES OF THE DOCITION A	UD HAVE DECEMENT	

I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should

not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

GS 907T (REV. 03/03)

Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
	ESSENTIAL FUNCTIONS
40%	Human Resources Unit: Oversee and supervise the Conservancy's Human Resources Unit. Serve as primary contact for all HR related questions and/or issues and serve as main liaison to CalHR. Process justification packages for CalHR approval as required by current CalHR policies. Update and develop duty statements to ensure accuracy and compliance with the Americans with Disabilities Act, and functionality in responding to out-of-class claims, workers' compensation claims, return-to-work, Federal and Medical Leave Act / California Family Rights Act and reasonable accommodation requests. Determine how changes affect the Conservancy and recommend courses of action that balances employee needs and allows management to carry out the mission of the Conservancy. Provide expert consultation to the Conservancy management regarding organizational structure and effects upon the classifications involved, personnel issues, including sensitive matters with serious legal and financial consequences with consultation on all personnel matters and prepare necessary documentation needed. With the HR Analyst, pursue wide range of recruitment/hiring and coordination efforts for agency and with other State agencies, orient new employees to State service, and inform employees regarding benefits, retirement, and upward mobility/career issues. Serve as the LR Officer, administer employee programs and provisions agreed to in the bargaining unit contracts. Represent management priorities in employer-employee relations, working cooperatively with employee representatives to ensure balance between employee concerns and meeting operational needs. Provide consultation to management on grievances and employee concerns, abiding by contract provisions, and prepare grievance responses. Participate in arbitrations, work groups with CalHR Labor Relations staff, and any joint labor management meetings. Advise managerial and supervisory staff regarding the progressive discipline process, attend hearings, prepare documentations in the disciplinary proces
10%	Budgets Unit: Oversee and supervise the Conservancy's Budget Unit. Serve as primary contact for all Budgets related questions and/or issues and serve as main liaison to DOF. Responsible for overseeing and assisting staff with all budgets related matters including the preparation and review of the Governor's Budget Galley, reporting of past year expenditures, current year adjustments, budget year appropriation and allocation of expenditure changes, Budget Change Proposals (BCP's), Budgetary Legal Ledger (BLL's), Budget Bill Act (BBA's), technical adjustments, spring finance letters, pro rata & Statewide Cost Allocation Plan (SWCAP) calculations, Budget Schedules, Agency Bond Consolidated Reporting System (ABCRS), Air Table, Plan of Financial Adjustment (PFA), calculations, documents, reports, etc. Assist staff to prepare budget spreadsheets, requests, revisions, and Section 28 applications, as needed.
10%	Grants Unit: Oversee and supervise the Conservancy's Grant Unit. Serve as primary contact for all Grants related questions and/or issues. Ensure that the annual ICRP package and related documents and schedules upon finalization of Governor's Budget are completed timely by staff and respond to requests/questions from DOF and/or Federal Cognizant Agency. Ensure that staff complete the Conservancy's Fully Burdened Rate Calculation semiannually. Work with Grants Manager to ensure that all necessary documents are sent/received by grantees to comply with SCC responsibilities as federal grantee passing through funds. Ensure all Federal Financial Reports are submitted accurately and timely. Verify and reconcile records with contracts, accounting, project staff, and grantors on a quarterly basis.
<u>10%</u> 100%	Miscellaneous – Attend and participate in the Labor Relations, AdHoc, Small Personnel Officer (SPO) monthly forum meetings and be a member of the Disability Advisory Committee (DAC). Should attend the Return to Work (RTW), Classification & Pay (C&P), Exam & Certification, Performance Management/Progressive Disciple (PM/PD); Transactions, Workforce and Succession Planning Civil Rights officer Counsil (CCEOC), Reasonable Accommodation Roundtable (RA), Recruiters Roundtable (SRRT), Trainer's and Workers' Comp (WC). MARGINAL DUTIES
	Oversee, and assist with creating/updating changes/revisions for the HR, Budgets, and Grants Procedures Manuals, when needed. May serve as Lead for special projects related to HR, Budgets, and Grants units. May serve as back up supervisor for other admin units when required. May be assigned other duties as necessary.

DUTY STATEMENT

GS 907T (REV. 03/03)

Percentage of time performing duties

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KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

DESIRABLE QUALIFICATIONS

- Experience supervising a team and managing the workload of others.
- Excellent organizational skills, ability to multitask, set and meet deadlines, and prioritize work.
- Working experience/knowledge handling Human Resources, Budgets, and/or Grants highly preferred.
- Experience with labor relations, performance management and progressive discipline process'.
- Consistently exercises a high degree of initiative showing focus, attention to detail, and follow-through.
- Ability to act independently with a positive attitude, open-mindedness, flexibility, and consideration.
- Proficiency with MS Office (Word, Excel, and Outlook).
- Communicates well verbally and in written formats and responds to queries timely and effectively.
- Ability to analyze situations and adopt effective course of action when responding to individuals or issues in a tactful and professional manner.
- Experience preparing, reviewing, and analyzing reports, statements, accounts, and/or records and communicating findings to mgmt.
- Ability to work independently and in a team environment and displays good interaction/interpersonal skills.
- Excellent attendance, punctual, reliable, dependable, and able to maintain confidentiality.
- Focus attention to detail and follow-through
- Ability to act independently, positive attitude, open-mindedness, flexibility, and tact
- Communicates well verbally and written formats
- Consistently exercise a high degree of initiative
- Analyze situations and adopt effective course of action
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work effectively and agreeably under the pressure of short lead times in a production-oriented environment; accept responsibility for accuracy of work; and work in a noisy environment. Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Office setting; Monday through Friday; prolonged periods of sitting
- Work on a computer up to 8 hours a day
- Ability to lift 15 pounds
- May require an employee to work in stressful or time-pressured situations
- Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner
- Travel by car or plane, with overnight stays necessary on occasion
- Display good interaction skills.
- Communicate effectively with individuals from varied experiences, perspectives, and backgrounds.
- We are a public agency; understand the importance of professional conduct when interacting with individuals who may display a range of behaviors.
- Monday through Friday; Will need to sit or stand for long periods; work may require repetitive movements in the performance of daily duties.
- The Conservancy has a telework policy for Head Quarter (HQ) staff, with the intention of allowing HQ staff to telework up to 3 days per week.
- A computer for telework use can be provided if needed.

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	Reading: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.	
	Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tail written communication to the intended purpose and audience.	
	<u>Mathematics</u> : Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.	
	Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.	
	<u>Using social skills</u> : Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others. <u>Adaptability</u> : Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.	
	Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.	
	<u>Leading others</u> : Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.	
	<u>Building consensus</u> : Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.	
	<u>Self and career development</u> : Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.	
	<u>Listening</u> : Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.	
	Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.	
	<u>Using information and communications technology</u> : Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.	
	<u>Gathering and analyzing information</u> : Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.	
	<u>Analyzing and solving problems</u> : Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.	
	Making decisions and judgments: Make decisions that consider relevant facts and information, potential risks	

and benefits, and short- and long-term consequences or alternatives.